

Information Management

Military Affiliate Radio System (MARS)

**Headquarters
Department of the Army
Washington, DC
21 April 1986**

Unclassified

SUMMARY of CHANGE

AR 25-6

Military Affiliate Radio System (MARS)

This is a new regulation. It --

- o Provides information on the policies and management responsibilities for the Army Military Affiliate Radio System (MARS).
- o Replaces and completely revises AR 105-75.
- o Transfers prescribing directive for DA Form 4660 to FM 11-490.7.
- o Eliminates procedural information. This is now in FM 11-490-7.
- o Requires appointment of an accountable officer who will serve as the MARS Property Manager (MPM) (para 1-7).
- o Discusses policies, missions, and responsibilities (chap 1).
- o Discusses MARS administration (chap 2).
- o Discusses MARS logistics (chap 3).

Effective 30 May 1986

Information Management

Military Affiliate Radio System (MARS)

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

R. L. DILWORTH
Brigadier General, United States Army
The Adjutant General

History. This UPDATE printing publishes a new Army regulation that is effective 30 May 1986.

Summary. This regulation on policy and management responsibilities for the Army MARS has been revised. It implements DOD Directive 4650.2. This revision updates the authority, policy, and responsibilities for the operation of the Army MARS. It describes a program sponsored by the Department of Defense and supported by the Department of the Army in which military installations, military units, clubs, and volunteer-licensed amateur

radio stations and operators provide emergency communications on a local, national, and international basis as an adjunct to existing Department of the Army communications.

Applicability. This regulation applies to the Active Army, the Army National Guard, and the U.S. Army Reserve. It applies to all personnel who participate in the Army MARS Program.

Proponent and exception authority. Not applicable

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Army management control process. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published at a later date.

Supplementation. This regulation may be supplemented by major Army commands (MACOMs) that have MARS activities with

prior approval from HQDA (DAIM-PS), WASH DC 20310-7000.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Office of the Assistant Chief of Staff for Information Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, U.S. Army Information Systems Command, ATTN: AS-OPS-CM, Fort Huachuca, AZ 85613-5000.

Distribution. Distribution of this issue has been made in accordance with DA Form 12-9A-R requirements for 25-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Block 229 of the subscriber's DA Form 12-9A-R. AR 25-6 distribution is D for Active Army, ARNG, USAR.

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*This regulation supersedes AR 105-75, 22 November 1974.

RESERVED

Chapter 1 Introduction

1-1. Purpose

This regulation prescribes Department of the Army (DA) authority, policy, and responsibilities for the operation of the Army Military Affiliate Radio System (MARS).

1-2. References

Required and related publications are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. MARS relationships

a. The Army MARS is a program sponsored by Department of Defense (DOD) and supported by Headquarters, Department of the Army in which military installations, military units, clubs, and volunteer licensed U.S. amateur radio stations and operators participate and contribute to the mission of DA as discussed in paragraph 1-6.

b. The Assistant Secretary of Defense (Command, Control, Communications, and Intelligence) provides overall policy guidance and advice to the Services in matters relating to the administration and operation of their MARS programs.

c. MARS operates on a joint-Service basis for determination of overall policy, practices, and procedures. Management, direction, and operational control is exercised by the Commanding General, U.S. Army Information Systems Command (CG, USAISC) for DA; Commander, Naval Telecommunications Command for Department of the Navy (DN); and the Director, Command and Control Communications for Department of the Air Force (DAF), through their respective MARS chief.

d. The Chief, Army MARS serves on the MARS Joint-Service Panel to assist DOD in developing and implementing DOD MARS program policies and procedures. The panel consists of a primary member and an alternate member from the U.S. Army, U.S. Navy/Marine Corps, and U.S. Air Force.

1-5. Policy

The DA policy is to—

a. Support, encourage, and cooperate in developing and promoting MARS and amateur radio activities to enhance their military and civil value.

b. Maintain liaison with DN and DAF, recognized U.S. amateur radio organizations, the Federal Communications Commission (FCC), and other Government agencies on matters concerning MARS and Army amateur radio programs.

c. Establish Army MARS programs in foreign countries or territories where permitted by applicable treaties and agreements.

1-6. Mission

The mission of Army MARS is to—

a. Provide DOD-sponsored emergency communications on a local, national, and international basis as an adjunct to existing DA communications.

b. Provide auxiliary communications for military, Federal, civil, and/or disaster officials during periods of emergency.

c. Assist in effecting normal communications under emergency conditions.

d. Handle morale, welfare, and official record and voice communications traffic for Armed Forces and authorized U.S. Government civilian personnel stationed throughout the world.

e. Establish programs to create civilian interest, recruit qualified volunteers, and furnish training in military communications, techniques, and procedures.

f. Initiate efforts to attain improvements in high frequency (HF) radio operating techniques and state-of-the-art technology through experimentation and testing.

g. Conduct an appropriate military or amateur radio exercise as an integral part of the annual Armed Forces Day.

h. Operate and maintain an Army command MARS HF radio facility known as radio station WAR.

i. Provide a reserve of personnel trained in military radio communications, techniques, and procedures.

1-7. Responsibilities

a. The Secretary of the Army is responsible for the proper management, administration, and operation of the Army MARS Program. The Secretary of the Army has designated Headquarters, USAISC as the executive agency responsible for administering the Army MARS Program for the Chief of Staff, U.S. Army.

b. The Deputy Chief of Staff for Logistics provides overall Army policy and directions for management of logistics functions in support of the Army MARS Program.

c. The Commanding General, USAISC will—

(1) Appoint a Chief, Army MARS as the executive agent responsible for the management and direction of the Army MARS and Army amateur radio programs.

(2) Appoint the MARS Equipment Review Board. The Board will consist of the Chief, Army MARS; a representative from the office of the Deputy Chief of Staff for Logistics, USAISC; and the MARS property manager.

(3) Implement logistics policy established by this regulation.

d. The Chief, Army MARS will—

(1) Develop, coordinate, and disseminate policies, procedures, and directives concerning administrative, operational, training, and logistics matters for the Army MARS and Army amateur radio programs.

(2) Manage and direct the Army MARS.

(3) Maintain liaison with U.S. Government regulatory agencies and nationally recognized U.S. amateur radio organizations on matters concerning the Army MARS and Army amateur radio programs.

(4) Be the Army member on the MARS Joint-Service Panel.

(5) Supervise and control the Army MARS Equipment Program.

(6) Appoint, in writing, an accountable officer who will serve as the MARS property manager (MPM) for MARS equipment.

(7) Approve or disapprove all requests for issues, modification, or cannibalization of surplus property available to MARS.

(8) Make periodic visits to USAISC commands to assess the operational status and capability of the Army MARS.

(9) Participate in selected State MARS conventions and major amateur radio conventions to further the goals of the Army MARS or amateur radio programs.

(10) Coordinate Army MARS frequency usage worldwide.

e. USAISC major subordinate commanders will accomplish actions as shown below.

(1) The Commander, 7th Signal Command will operate and maintain the command MARS HF radio facility, radio station WAR.

(2) The Commanders, 5th Signal Command, 7th Signal Command, 1st Signal Brigade (USAISC), USAISC-Japan, USAISC-WESTCOM, and USAISC-Panama will—

(a) Implement and conduct MARS program and activities in accordance with this regulation and plans developed and coordinated with the Chief, Army MARS. Outside continental United States (OCONUS) commands must consider host nation restrictions that may affect the operation of a MARS station in a foreign country.

(b) Plan, program, and budget for requirements and allocate resources in support of the Army MARS. This includes personnel administration, logistics, training, maintenance, and operations in accordance with the DOD Planning, Programming, and Budget System cycle.

(c) Operate and maintain designated Army MARS gateway stations.

(d) Implement major Army command (MACOM) and USAISC directives to use MARS in support of natural disasters, civil defense planning and operations, and specific emergency and contingency communications responsibilities as assigned.

(e) Appoint a command MARS director.

f. The command MARS directors will—

(1) Manage, direct, and operate the Army MARS within their assigned geographic area of responsibility.

(2) Manage the MARS frequency resources.

(3) Assign Army MARS call signs to military installation MARS stations and affiliate MARS members.

(4) Establish or manage MARS networks integral to the MARS global network.

(5) Validate Army MARS Equipment Program requirements within their geographic area of responsibility.

(6) Maintain an administrative or logistical file on individual members and stations when there is no area director in the chain of command.

(7) Appoint area MARS directors or coordinators as required.

(8) Participate in State MARS conventions and major amateur radio conventions to further the goals of the Army MARS Program.

(9) Serve as the freeze authority for Defense Property Disposal Office (DPDO) surplus equipment identified for validated MARS requirements (OCONUS only).

g. Area MARS directors or coordinators will as required—

(1) Manage, direct, and operate the Army MARS within their assigned geographic area of responsibility.

(2) Serve as advisor on MARS matters within their geographic area of responsibility.

(3) Serve as the MARS regional or area frequency and call sign manager.

(4) Establish or manage regional MARS networks integral to the MARS global network.

(5) Validate Army MARS equipment requirements received from State directors.

(6) After coordination with the MPM, direct redistribution of MARS equipment becoming excess in the area of responsibility.

(7) Appoint Army MARS members who, voluntarily and without remuneration, will serve as State MARS directors.

(8) Participate in State MARS conventions and major amateur radio conventions to further the goals of the Army MARS Program.

(9) Establish and maintain an administrative and logistical file on individual members and stations within their geographic area of responsibility.

h. The State MARS directors will—

(1) Manage, direct, and operate, through management channels, the Army MARS in their geographic areas in accordance with guidance provided by the command or area MARS director.

(2) Appoint a staff as required to assist in carrying out assigned functions. (Appointed staff will serve voluntarily without remuneration.)

(3) Coordinate the establishment of State or area MARS networks and manage their operation.

(4) Validate the Army MARS Equipment Program requirements in their respective geographic area.

(5) Establish and maintain an administrative and logistical file on individual members and stations in their State or local area.

i. The MPM will—

(1) Maintain property accountability for all equipment issued under the MARS Equipment Program worldwide.

(2) Maintain an audit trail of all transactions involving issue, receipt, modification, transfer, cannibalization, turn-in, or loss of MARS accountable property obtained through the Defense Utilization and Disposal Program or General Services Administration (GSA).

(3) Prepare and submit requisitions to DPDO, GSA, or other authorized sources of supply for surplus equipment to support approved requirements.

(4) Maintain and distribute an approved equipment requirements list.

(5) Serve as freeze authority for DPDO surplus equipment identified for validated MARS requirements in the continental United States.

j. MACOM MARS commanders will ensure the following is accomplished:

(1) Coordination with Chief, Army MARS and command or area

MARS director is obtained for establishment and operation of Army MARS stations (non-USAISC supported) on the MACOM's installation.

(2) Support is provided for MACOM approved club and installation MARS stations not under USAISC control or management.

1-8. Funding, manpower, and programming

a. DA appropriated funds are authorized to be expended to support the MARS mission in the same manner as that authorized for the provision of other communications services and facilities.

b. USAISC supports six MARS gateway stations worldwide with tables of distribution and allowances (TDA) resources. These stations are located in Germany; Korea; Fort Meade, MD; Fort Sam Houston, TX; Presidio of San Francisco, CA; and Schofield Barracks, HI.

c. Planning and programming for MARS gateway stations will follow the procedures in AR 25-5.

d. Military installation and unit MARS stations will rely on the sponsoring activities for support.

1-9. Mailing policy

All MARS correspondence and record traffic are official communications and are authorized mailing privileges in accordance with AR 340-3.

1-10. Identification cards

A DOD identification card will be authorized for issue to selected affiliate MARS members to identify them as MARS disaster support personnel trained in emergency communications procedures.

1-11. Joint Service MARS insignia

The distinctive MARS logo (in decal, pin, patch, button, badge, or other format) is authorized for use by Army MARS members. The MARS insignia is not authorized for wear on the military uniform.

Chapter 2 MARS Administration

2-1. Membership

a. Membership is limited to the following:

(1) Individuals who meet the requirements in (a) through (d) below.

(a) Fourteen years of age or older (age may not be waived). Signature of parent or guardian is required on DD Form 630 (Application for Membership in Military Affiliate Radio System (MARS)) for applicants 14 to 18 years of age.

(b) Citizens of the United States or individuals who have been lawfully admitted to the United States for permanent residence under chapter 12, title 8, United States Code.

(c) Willing to operate per the regulations prescribed for participating in the Army MARS Program, and having no prior record of unacceptable performance in the program.

(d) In possession of a radio station capable of operating on MARS HF frequencies and are an FCC, host country licensed or amateur radio operator certified in accordance with policies established by the overseas commander.

(2) Military installation stations.

(3) Military unit or civilian radio clubs possessing a valid amateur radio license issued by the FCC or appropriate overseas commander.

(4) Military activity stations.

b. All MARS radio stations, whether military, club, or individual, may be a member of only one Service MARS. Military commands or activities will affiliate with their sponsoring Service MARS unless operating in areas where there is only one Service MARS authorized.

c. Application for Army MARS membership will be submitted on DD Form 630 to the MARS director of the geographic area in which applicant is located. A copy of DD Form 630 is located at the

back of this regulation. It may be reproduced locally on 8- × 5-inch card stock, head-to-foot.

2-2. Participation requirements

a. All MARS members and stations are required to participate and to report such activities monthly.

b. A minimum of 12 hours of participation in 3 consecutive months, consisting of at least 6 hours on HF nets is required to retain membership.

c. Participation credit will be reported in hour increments.

(1) Credit of 1 hour is granted for copying the radio station WAR broadcast at the time of initial transmission from radio station WAR or initial rebroadcast by the area gateway station.

(2) Periods of on-the-air time of less than 1 hour may be accrued in quarter-hour increments and accumulated to total full hour credit.

(3) Operation on amateur radio bands will not be reported as participation for MARS activity.

d. Members of the Army National Guard (ARNG) and U.S. Army Reserve (USAR) who participate in organized MARS networks may qualify for retirement point credit as outlined in AR 135-180, AR 140-1, AR 140-185, and NGR 640-1.

2-3. Reports

a. A consolidated MARS Participation Report (RCS AS-OPS-147) will be prepared by command MARS directors. It will be submitted to Commander, USAISC, ATTN: AS-OPS-CM, Fort Huachuca, AZ 85613-5000, for each calendar quarter in accordance with FM 11-490-7, chapter 3.

b. All area directors will prepare a consolidated quarterly report. It will be submitted to the command MARS director as a feeder to RCS AS-OPS-147 in accordance with FM 11-490-7, chapter 3.

c. All MARS members and stations are required to submit a monthly participation report. A report is required even though a member has no activity for that month.

2-4. Termination

a. The Chief, Army MARS may terminate MARS membership for the following reasons:

(1) Willful misconduct on the air.

(2) Willful misuse, sale, barter, or unauthorized disposal of U.S. Government property issued for MARS use.

(3) Failure to comply with the policies and directives of Army MARS.

b. Command or area directors are authorized to terminate MARS membership for the following reasons:

(1) Failure to maintain minimum participation.

(2) Failure to submit a monthly participation report for 3 consecutive months.

(3) Failure to renew MARS license.

(4) At the request of the member (resignation).

c. Individuals terminated by command or area directors may reapply for membership after a minimum of 6 months.

Chapter 3 MARS Logistics

3-1. General

a. Mars is an appropriated fund activity that operates under military command jurisdiction and is authorized to receive DOD surplus equipment before non-DOD Government activities. The issue of surplus communication-electronics (C-E) equipment and associated material to MARS members and stations is considered an incentive to active participation of members in the Army MARS. The granting of MARS membership to an individual or activity does not convey the right, or the entitlement, of the member to receive or demand MARS property. The issue of surplus property to individual MARS members depends on availability of property and the relative needs of eligible members. Surplus property issued by the MARS

accountable officer to MARS members and stations is and will remain the property of the U.S. Government.

b. Membership in MARS incurs an obligation to comply with this regulation and FM 11-490-7 in the use, care, and responsibility for MARS property.

c. Only those items of equipment in Federal Supply Classes listed in DOD 4160.21-M and FM 11-490-7 will be screened and frozen for use in the Army MARS Program. Such property will be limited to the following:

(1) C-E equipment.

(2) Small fixed or portable gasoline or diesel powered alternating current generating equipment.

(3) Component parts.

(4) Appropriate tools, test equipment, and materials directly related to MARS operational and experimental requirements.

d. Surplus property may not be used or disposed of in any manner for personal financial gain or advantage.

e. Surplus property may be screened by volunteer MARS members who have been designated in writing by the MPM as authorized screeners. Identification of screeners will be accomplished in accordance with DOD 4160.21-M, chapter VIII, paragraph 3. Freeze authority will be in accordance with DOD 4160.21-M, chapter IX, paragraph I. Equipment will not be frozen unless there is an approved requirement for the equipment.

3-2. Equipment employed in the Army MARS Program

Equipment used in support of the Army MARS Program is categorized into the four broad areas discussed below.

a. *TDA or modification table of distribution and allowances* (MTDA) equipment. TDA or MTDA accountable property is property that is installed in gateway stations and Army installations MARS stations. Property will be acquired by military stations pursuant to AR 25-5 and AR 310-49. Accountability will be in accordance with AR 710-2. Programming and justification will be provided by the requesting MACOM.

b. *Unit organizational equipment (TDA or modification tables of organization and equipment (MTOE))*. Commanders may authorize the use of organizational equipment in support of Army MARS when such use would not interfere with the assigned mission.

c. *Nonappropriated fund accountable property*. This equipment may be acquired by Army installations MARS station per AR 215-1 and AR 215-2.

d. *Surplus property*.

(1) Property acquired through the Defense Utilization and Disposal Program and issued by the MPM to individual affiliate members will be accounted for on the MARS property book. Requisitioning, accountability, and control will be in accordance with this regulation and FM-11-490-7.

(2) Army installation MARS stations will not obtain property through the MARS surplus equipment program.

(3) Requirements for surplus property by Army installation MARS stations will be processed through normal military supply channels, and subject property will be accounted for on unit property books. Accountability will be established per AR710-2

3-3. Reports

a. All transactions between Army MARS activities or representatives and DPDO facilities will be conducted on a formal basis, in writing, through the accountable officer. The DPDO will be kept informed by letter from Chief, Army MARS of the individual authorized to requisition surplus property. Receipt of property picked up from the DPDO will be in accordance with DOD4160.21-M, chapter IX, paragraph O.

b. All equipment requests will be evaluated by a MARS Equipment Review Board appointed by the CG, USAISC. Normally, high dollar items will not be obtained from DPDO for the Army MARS Program. Requests for items with an initial acquisition cost over \$10,000 require unanimous approval of the MARS Equipment Review Board.

3-4. Control of Army MARS property obtained through the Defense Utilization and Disposal Program

a. Equipment obtained through the Defense Utilization and Disposal Program for issue in the MARS Equipment Program will be retained and used strictly within the Army MARS Program. Equipment will not to MTOE or TDA organizations, State or local government organizations, or nonaffiliated individuals or institutions.

b. The MPM will maintain accountability for all equipment issued to volunteer members. An audit trail of property received through the Defense Utilization and Disposal Program will be maintained from point of receipt from DPDOs through final disposition action. When property is no longer required by the Army MARS Program, it will be turned in to the nearest DPDO if economically feasible, as determined by Chief, Army MARS. If the Chief, Army MARS and the accountable officer determine that the cost of bringing the equipment back into the property disposal system exceeds the estimated market value of the equipment, the accountable officer will take action in accordance with DOD 4160.21-M, chapters XIV and XVI as appropriate.

c. The issue of any surplus property to a MARS affiliate member will be based on an approved requirement. No "forced issue" techniques will be used to distribute property. Requisitioning and receipt of lot or lotted property from DPDOs for Army MARS use is prohibited.

d. Lost or stolen equipment reported by an individual affiliate member will be dropped from the accountable records after certification by the individual, review by the State director, area or command director, and approval by the Chief, Army MARS.

e. Annual reconciliations between MARS affiliate members and the MPM will be conducted. All property adjustment actions will be approved by Chief, Army MARS.

3-5. Maintenance of Army property used in support of MARS

a. MARS gateway station equipment will be maintained in accordance with AR 750-1. HF equipment that is authorized to an Active Army unit and approved for MARS use by the commander will be maintained in the same manner. Responsibility for funding or maintenance support for installation MARS equipment authorized by the MACOM is assigned to the using MACOM. Responsibility for funding and maintenance support for MARS gateway stations is assigned to USAISC and its subordinate organizations.

b. Surplus equipment available through the MARS Equipment Program is not authorized military or other U.S. Government maintenance support. No claim may be made for reimbursement for time, material, or funds expended on MARS issued property.

3-6. Control of Army MARS property obtained through the Defense Utilization and Disposal Program

a. Organizational MTOE or TDA equipment of Army units is

authorized for use by military-owned and/or supervised MARS stations subject to —

(1) Prior written approval by the installation or unit commander detailing the extent of use of required equipment.

(2) An Army officer, noncommissioned officer, or Army civilian being appointed as the HF station director or custodian. This appointment will be in addition to other duties.

(3) Having trained radio communication operators and the station having an authorized MARS license, per this regulation.

(4) Organizational equipment remaining on the property records of the appropriate components of the Army.

b. Modification of organizational equipment authorized for use by a military unit owned or military supervised HF station is prohibited without specific authorization of the installation commander. Authorized modifications will be kept to a minimum and accomplished only to the extent that the equipment can be readily returned to its original condition by maintenance personnel.

3-7. Control of Army MARS property obtained through the Defense Utilization and Disposal Program

a. Surplus property requisitioned from DPDOs may be shipped to a DOD activity or picked up by personnel who will be identified in writing per DOD 4160.21-M, chapter IX, paragraph o. Property requisitioned for cannibalization will be designated for local pick up only. This applies to property in supply condition code G or H with disposal condition code 9, X, or S. These codes are defined in DOD 4160.21-M.

b. Active military MARS members having orders for permanent change of station (PCS) may ship MARS radio communications equipment as professional books, papers, and equipment. Such shipment is authorized under Joint Travel Regulations, volume 1, paragraph M8004.1, when certified by the command or area MARS director.

(1) The military MARS member will provide the command or area MARS director an itemized inventory of MARS equipment (not to exceed 2,000 pounds) to be shipped as professional books, papers, and equipment.

(2) The military MARS member will provide appropriate evidence that transporting the itemized material would result in an excess of the maximum weight allowance.

(3) Certification of request for shipment of MARS equipment as professional books, papers, and equipment will be based on the member's participation in the Army MARS Program.

c. A DOD civilian is entitled to shipment of MARS equipment as professional books, papers, and equipment during PCS only when it can be established that the same or similar items would have to be obtained at Government expense for the employee's use at the new permanent duty station.

SEE PRIVACY ACT STATEMENT ON REVERSE SIDE

THIS SPACE FOR OFFICIAL USE ONLY		AMATEUR LICENSE/STATION DATA			APPLICATION FOR																		
1. MARS CALL	2. DATE APPROVED	6. AMATEUR CALL	7. CLASS	8. EXPIRATION DATE	<input type="checkbox"/> ARMY	<input type="checkbox"/> NAVY/ MARINE CORPS																	
					<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> NEW																	
					<input type="checkbox"/> RENEWAL	<input type="checkbox"/> MODIFY																	
3. AREA/DISTRICT		9. PERSONAL STATION		10. MILITARY STATION		DO YOU POSSESS A STATION CAPABLE OF OPERATING OR WHICH CAN BE MODIFIED TO OPERATE ON AT LEAST TWO HF FREQUENCIES DESIGNATED BY APPROPRIATE AUTHORITY. <input type="checkbox"/> YES <input type="checkbox"/> NO																	
4. APPROVING AUTHORITY DATE:		11. CLUB STATION		Trustee: Member: Member:																			
		NOTE: Trustee and two club members must be affiliated with the MARS program for which this application is submitted. Enter MARS call signs above.																					
5. MEMBERSHIP TERMINATION		12. MILITARY STATUS OF APPLICANT, CUSTODIAN OR TRUSTEE																					
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ARMY	GRADE/RANK	REGULAR																					
NAVY		RESERVE																					
MARINE CORPS		ACTIVE DUTY																					
AIR FORCE		INACTIVE DUTY																					
COAST GUARD		RETIRED																					
NAT'L GUARD & A.N.G.		OTHER																					
13. FORMER MARS AFFILIATION (If Any)		14. STATION LOCATION (Mailing Address)			15. TELEPHONE (Area code, Prefix & Number) OFFICE HOME AUTOVON (if applicable)																		
16. NAME IN FULL (Individual, Military Unit or Club)					REMARKS																		
17. MAILING ADDRESS (Number Street)																							
18. CITY, STATE, ZIP CODE																							
DO NOT FOLD OR BEND INSTRUCTIONS ON BACK SIDE		DEPARTMENT OF DEFENSE APPLICATION FOR MEMBERSHIP IN MILITARY AFFILIATE RADIO SYSTEM (MARS)				FORM APPROVED OMB NO. 22-R0103																	

DD FORM 630
1 AUG 76

EDITION OF 1 OCT 68 IS OBSOLETE. RESCINDS
DD FORM 630 - PRIVACY ACT STATEMENT, 26 SEP 75.

Figure 2-1. DD Form 630 (Application for Membership in Military Affiliate Radio System (MARS))

THIS SPACE FOR OFFICIAL USE ONLY

Privacy Act of 1974

Under the authority of 5 USC 301 and 10 USC 133, the information requested on DD Form 630 is for the purpose of application for membership in the Military Affiliate Radio System (MARS). The form is also for the renewal or modification of current MARS membership. The form is maintained as part of the MARS members records and as such, records the MARS radio call sign, the approving authority, termination date, current data concerning the members amateur radio license, station location and mailing address.

The information on the form will not be divulged without your written consent to anyone other than established MARS officials. Disclosure of the information requested on this form is voluntary. Failure to provide this requested information may result in refusal of membership or inordinate delays resulting from additional research required to establish satisfactory eligibility.

Release Clause : In consideration of the permission extended to me by the United States through its officers and agents to engage in activities of the Military Affiliate Radio System, I do hereby, for myself, my heirs, executors and administrators, remise, release, and forever discharge the government of the United States, its officers, agents and employees, acting officially or otherwise, from any and all claims, demands, actions or cause of action, on account of all damage to property and personal injuries, or death, suffered by me directly or in-

directly resulting from my participation in the activities of the Military Affiliate Radio System. I certify that I will abide by all the governing rules and regulations now or herein after prescribed by the Department of Defense for the Military Affiliate Radio System. (This release is not intended to apply and shall not be construed to apply to statutory rights of personnel in the military service, nor to any other rights of individuals under policies of life insurance (E. G., NSLI) or other forms of contracts with the United States.)

Date (Month, Day, Year)

Signature of Applicant (Individual, Custodian or Trustee)

Instructions :

All applications must be filled in completely, typed or printed in ink and signed. Illegible, unsigned, or mutilated applications will be returned without action. Applications for Army MARS should be submitted in duplicate to the Command or Area Army MARS Director in which the applicant's station is located. Applications for Air Force MARS should be submitted in triplicate to the Air Force Communications Service. Applications by active duty Air

Force personnel should be submitted to the base MARS director of the base to which they are assigned. Applications for Navy-Marine Corps MARS should be submitted in triplicate to Chief, Navy-Marine Corps MARS. Applications by active duty Navy or Marine Corps personnel should be submitted via the chain of command.

Figure 2-1. DD Form 630 (Application for Membership in Military Affiliate Radio System (MARS))

Appendix A References

DD Form 630

Application for Membership in Military Affiliate Radio System (MARS). (Cited in paras 2-1*a* and *c*.)

Section I Required Publications

AR 25-5

Information Management for the Sustaining Base. (Cited in paras 1-8*c* and 3-2*a*.)

AR 135-180

Qualifying Service for Retired Pay, Non-Regular Service. (Cited in para 2-2*d*.)

AR 140-1

Mission, Organization, and Training. (Cited in para 2-2*d*.)

AR 140-185

Training and Retirement Point Credits and Unit Level Strength Accounting Records. (Cited in para 2-2*d*.)

AR 215-1

The Administration of Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities. (Cited in para 3-2*c*.)

AR 215-2

The Management and Operation of Army Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities. (Cited in para 3-2*c*.)

AR 310-49

The Army Authorization Documents System (TAADS). (Cited in para 3-2*a*.)

AR 340-3

Official Mail Cost Control Program. (Cited in para 1-9.)

AR 710-2

Supply Policy Below the Wholesale Level. (Cited in paras 3-2*a* and *d*.)

AR 750-1

Army Materiel Maintenance Concepts and Policies. (Cited in para 3-5*a*.)

DOD 4160.21-M

Defense Disposal Manual. (Cited in paras 3-1*c* and *e*, 3-3*a*, 3-4*b*, and 3-7*a*.)

FM 11-490-7

Military Affiliate Radio System (MARS). (Cited in paras 2-3*a* and *b*, 3-1*b* and *c*, and 3-2*d*.)

NGR 640-1

Retirement for Members of the Army National Guard. (Cited in para 2-2*d*.)

Section II Related Publications

A related publication is merely a source of information. The user does not have to read it to understand this regulation.

Joint Travel Regulations

Volume I

United States Code

Title 8, chapter 12, Immigration and Nationality

Section III Prescribed Forms

Glossary

Section I Abbreviations

ARNG

Army National Guard

C-E

communications-electronics

DA

Department of the Army

DAF

Department of the Air Force

DN

Department of the Navy

DOD

Department of Defense

DPDO

Defense Property Disposal office

FCC

Federal Communications Commission

GSA

General Services Administration

HF

high frequency

MACOM

major Army command

MARS

Military Affiliate Radio System

MPM

MARS property manager

MTDA

modification table of distribution and allowances

MTOE

modification table of organization and equipment

OCONUS

outside continental United States

PCS

permanent change of station

TDA

table of distribution and allowances

USAISC

U.S. Army Information Systems Command

USAR

U.S. Army Reserve

Section II Terms

Affiliate MARS station

A privately owned HF radio station (licensed

by the FCC and/or host authority) operated by an individual who is affiliated with and licensed by Army MARS.

Area MARS director

An individual appointed by the command MARS director, assigned a specific geographic area of responsibility for the management, direction, and operation of the Army MARS and Army amateur radio programs.

Chief, Army MARS

An individual appointed to serve as the executive agent for the Chief of Staff, U.S. Army and responsible for the management and direction of the worldwide Army MARS and Army amateur radio programs.

Command MARS director

An individual appointed by commanders, 5th Signal command, 7th Signal Command, 1st Signal Brigade (USAISC), USAISC-Japan, U S A I S C - W E S T C O M , a n d USAISC-Panama, responsible for the management, direction, and operation of the Army MARS and Army amateur radio programs within the major subordinate command's geographic area of responsibility.

Equipment Review Board

Committee appointed by the CG, USAISC to evaluate all requests for equipment from MARS affiliate members.

Forced issue

Items of supply or equipment that are issued without a requirement or request having been submitted.

Freeze authority

The authority to reserve a specific item of equipment being offered for reuse pending receipt of requisition documents.

Individual affiliate member

An individual, holder of an FCC amateur license, who has been granted membership in the Army MARS Program.

Lot or lotted property

The assembly at DPDO of several groups of property into a single group that must all be issued together.

MARS call sign

A distinctive set of letters and figures assigned to an individual MARS member or MARS station that is used as identification when transmitting radio signals.

MARS club station

A station established, operated, and maintained by volunteers under the auspices of a properly constituted military or civilian amateur radio club.

MARS gateway station

A USAISC operated, maintained, and supported HF station serving a major geographic

area or command through which incoming and outgoing record traffic is processed.

MARS Joint-Service Panel

A DOD chartered panel whose purpose is to address mutual problems; improve overall MARS operations; develop common standards, procedures, and practices; institute plans for greater affiliate participation; and review overall effectiveness and need for management awareness.

Military activity MARS station

An HF radio station located at ARNG, USAR, Reserve Officer Training Corps facilities, or an Army unit, activity, or agency. It may or may not be located on a military installation.

Military installation MARS station

a. An HF command and control or contingency radio station installed on a post, camp, or station, operated and maintained by USAISC that has a secondary mission to support the Army MARS Program.

b. An HF radio station installed on a military installation, approved, operated, and maintained by the installation commander, with the primary mission to support the Army MARS Program.

Overseas installation MARS station

An HF radio station installed on a military installation at an overseas location which is approved, operated, and maintained by the MACOM of that overseas locations.

Screen

The examination of surplus property being offered for reuse to determine usability of a specific item.

State MARS director

An individual who is an FCC licensed amateur and an Army MARS member who serves on a volunteer basis, without remuneration, under the direct supervision of the area MARS director.

Section III

Special Abbreviations and Terms

There are no special terms.

Unclassified

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